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Kimberly G. Boswell  
Commissioner

## EMPLOYMENT OPPORTUNITY - REANNOUNCEMENT

<b>JOB TITLE:</b>	Certified Peer Specialist II (Parent Coordinator)	<b>OPEN DATE:</b>	3/31/2023
		<b>CLOSE DATE:</b>	4/28/2023
<b>JOB LOCATION:</b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36104	<b>NUMBER:</b>	22-84
		<b>JOB CODE:</b>	R1600

### SALARY

- Range 70 (\$36,876.00 - \$61,660.80 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- Bachelor's degree.
- 24 months or more paid work experience.
- Must be an individual who has parented or is currently parenting a youth or adolescent who has personally experienced a serious emotional disturbance and/or mental illness and be in recovery and willing to self-identify as a parent of a youth or adolescent with a serious emotional disturbance and/or mental illness or a substance use disorder in public.

### NOTES

- Experience working as a Certified Peer Specialist or Certified Recovery Support Specialist with the department, an agency certified or contracted by the department, or in a similar setting may substitute for the degree requirement on a year-for-year basis. (This experience must be in addition to the two-year work experience requirement as stated above.)
- Parenting experience does not have to be as a biological parent, though experience as a foster parent does not fulfill this requirement.



### **SPECIAL REQUIREMENT**

- Must possess current certification by having successfully completed the Certified Peer Specialist Training through the Department of Mental Health. **Applicants who are selected for appointment without certification will be appointed conditionally. To maintain employment, they must obtain certification within six months of the initial employment date.** Conditional appointments will end when an employee fails to successfully pass the exam and obtain certification within that period.
- Whether certified and appointed or not certified and conditionally appointed, employees in this class must attend quarterly continuing education training and must maintain current certification once obtained.

### **KIND OF WORK**

- Assists the Director in developing, monitoring, and processing the office budget, contracts, and invoices related to parent peers as evidenced by timely processing of budgets, contracts, and invoices.
- Aids in planning, organizing, and implementing various conferences, meetings, and workgroups that provide parents of child consumers with educational opportunities and opportunities for input into the Department of Mental Health activities.
- Assists the Director in coordinating the Alabama Certified Peer Specialist-Parent Trainings and participates during the training as part of the state training team.
- Plays lead role for the Department and Office of Peer Programs in working with contractors and subject matter experts in creating, monitoring, evaluating, editing, and approving requirements within the EPSDT Settlement Agreement related to parent peers.
- Participates in coordinating and/or leading various meetings, youth peer support groups, conference calls, and video conferences.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the Mental Health Delivery System in Alabama.
- Knowledge of consumer issues and recovery.
- Knowledge of community resources and support systems.
- Knowledge of budgets, contracts, and accounting.
- Ability to model behaviors that support recovery.
- Ability to connect with parents and to establish and maintain peer relationships with the parents/primary caregiver.
- Ability to assist families to identify their goals for treatment and support parents to take specific action to achieve the goals.
- Ability to plan, organize, and prioritize work activities.
- Ability to work effectively with a variety of clinicians, advocates, family members, and consumers.
- Ability to operate a personal computer and working knowledge of Microsoft Office.
- Ability to coordinate and facilitate meetings.
- Ability to make presentations and provide training.

### **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the

duties and minimum qualifications as mentioned above.

- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.